
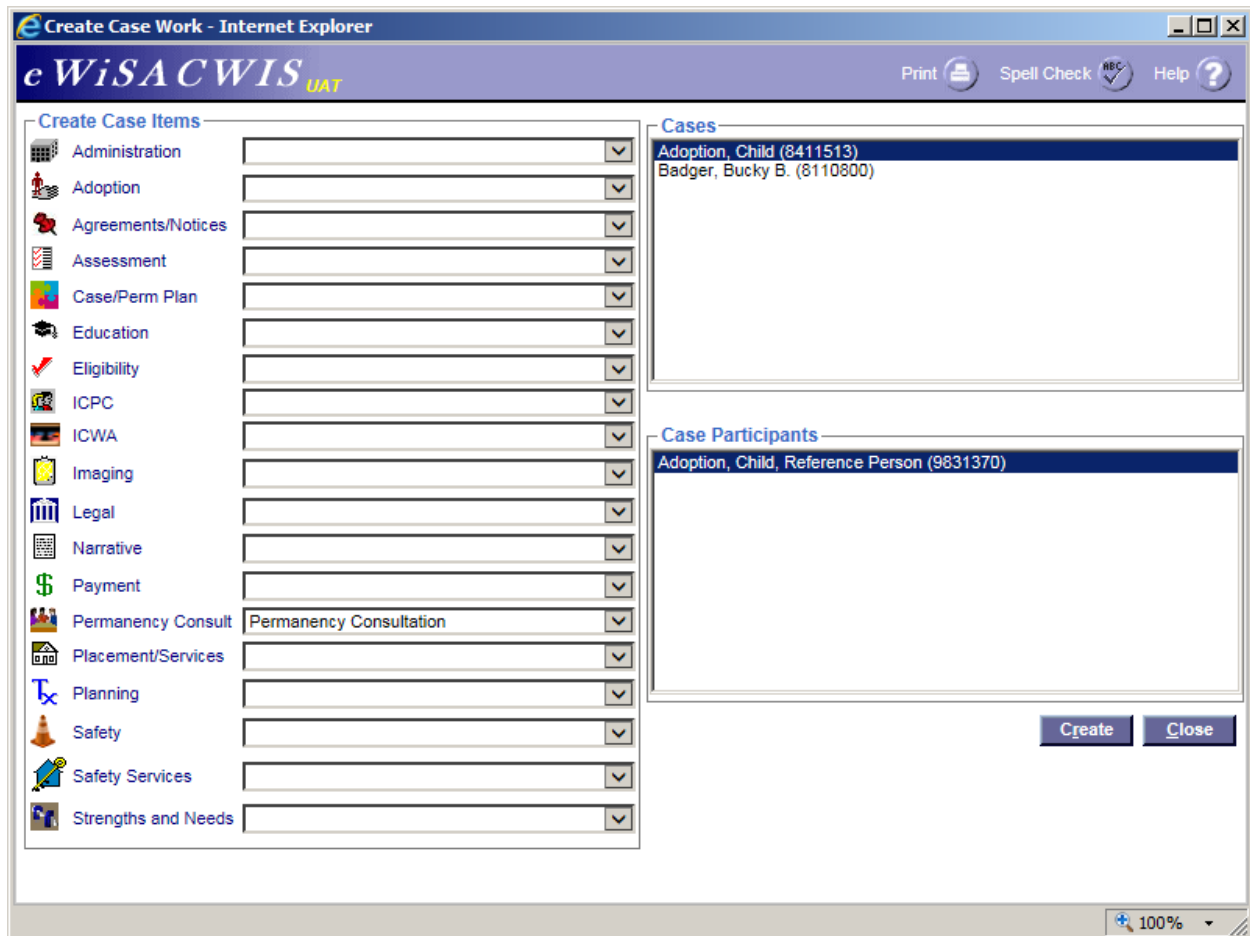


Permanency Consultation

Note: In order to create a Permanency Consultation, an assignment to the case is needed.
Multiple workers can update a Permanency Consultation until it is finalized.

1. From the desktop, go up to Create > Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Work page, select Permanency Consultation from the Permanency Consult dropdown. Select the appropriate Case and the Case Participant. Click Create. This will open the Permanency Consultation page.



Note: If a permanency consultation exists for another participant in the case, you will be presented with the Permanency Consultation Copy page. You can click the 'Copy' hyperlink to copy an existing Permanency Consultation or click the 'Create' button to begin with a new one.

Permanency Consultation Copy - Windows Internet Explorer

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Case

Child Name: Altman, Test(9222326) Case Name: Altman, Simon (9220003)

Permanency Consultations

PC Date	PC Type	Legal Permanency Status	Child Name	Status	
07/01/2011	1 Month	Good - No Consultation Required	Altman, Jason	Pending	Copy
07/01/2011	1 Month	Fair Permanency Status	Altman, Fred	Pending	Copy
04/20/2011	1 Month	Fair Permanency Status	Altman, Fred	Finalized	Copy
01/21/2011	1 Month	Very Good - No Consultation Required	Altman, Fred	Finalized	Copy

Create Close

Done Local intranet | Protected Mode: Off 100%

- The Permanency Consultation page contains the Plan Information group box. This group box shows the Child's Name, Case Name, PC Date, PC Type, Worker Name, Supervisor Name, Permanency Consultant name (if assigned) and the Permanency Consultation Finalized checkbox.

- The names of the primary worker, his/her supervisor, and the permanency consultant (if assigned to the case) populate when the Permanency Consultation page is first opened. Using the Search hyperlink, you can search for a different associated worker.
- The PC Type is calculated by eWiSACWIS upon Save. The calculation is done by comparing the PC Date to the child's most recent removal from home. The number of months between the two dates is displayed. If the child is not in an Out of Home Placement as of the PC Date, the PC Type will display a default value of 1 Month.

4. The Participants group box is used to document everyone who was present at the Permanency Consultation. The primary worker and the primary worker's supervisor will already appear. If a Permanency Consultant has an assignment to the case, she will also appear in the list. To add additional participants, click the Insert button to open the Person Search. If the participant is not found, he/she can be created. Use the Role dropdown field to assign a role to each participant. Click the Remove link to remove a participant if not needed.

5. The Disclosure group box is used to document answers to the following questions:
 - Full disclosure has been made (see additional information under the Details flare)
 - The last time you talked with the child about with whom he / she would like to have permanency

Choose the appropriate response from the corresponding dropdown field.

6. The Child's Permanency Goals group box is used to record the Current Goal of Record, Concurrent Goal of Record, Proposed Permanency Goal, Proposed Concurrent Permanency Goal, as well as the Legal Permanency Status. Select the appropriate value in each field. Use the Definitions hyperlink to access definitions of each Legal Permanency Status.

Note: Choosing the value of Permanency Achieved for the Legal Permanency Status, and saving the page, will set the Status to Achieved for all Action Steps where the Status was left as Pending (explained below). Also, the Next Consultation Date (at the bottom of the page) will not be required once if the Legal Permanency Status of Permanency Achieved is saved.

7. If applicable, complete the Brainstorming group box by adding narrative for each of the five questions:

The screenshot shows a section titled "Brainstorming" with five questions, each followed by a text input field and a small up/down arrow icon:

- What will it take to achieve permanency?
- What can we try that HAS been tried before?
- What can we try that has NEVER been tried before?
- How many things can we do concurrently?
- How can we engage the youth in planning for permanence?

8. Click the Insert button in the Action Steps groupbox to add a new Action Step. Continue to insert additional Action Steps as needed.
- The Assigned To field is populated with the names of all the participants shown in the Participants group box above. Select the name of the person assigned to the action step.
 - Choose a value from the "Status" dropdown.
 - Enter a Target Date for the step to be completed and choose the Status of the action step from the dropdown list.
 - Enter a Description of the action step.
 - The Completion Date field remains disabled if the Status chosen is Pending. Once a Status other than Pending is selected, the Completion Date field becomes enabled and required.

The screenshot shows a section titled "Action Steps" with the following fields and controls:

- Assigned To: [Dropdown menu]
- Status: [Dropdown menu]
- Target Date: [Date field] 00/00/0000
- Description: [Text area]
- Completion Date: [Date field] 00/00/0000
- Row 1 of 1
- Insert button
- Delete link

Note: Action Steps with a Pending Status will continue to have the Status field enabled and editable even after the Permanency Consultation Finalized checkbox is selected.

9. Click the Insert button in the Systemic Barriers Identified group box to insert a new Systemic Barrier. Continue to insert additional systemic barriers as needed.
 - Choose a Barrier Category from the dropdown. Depending on the Barrier Category chosen, the Barrier Type field will be filtered to include the corresponding values. Select a Barrier Type.
 - If applicable, enter narrative in the Description field to further describe the barrier.

Systemic Barriers Identified

Barrier Category: Barrier Type: [Barrier Types](#)

Description: Row 1 of 1 [Delete](#)

Next Consultation

Next Consultation Date: Consultation Rescheduled: ☐

Options:

Done

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10. In the Next Consultation Date field, enter a date for the next consultation. This date field is used for reporting purposes when scheduling upcoming Permanency Consultations and is not related to a tickler.
11. Check the Consultation Rescheduled checkbox if the consultation was rescheduled.

Note: At any point, you can copy the current permanency consultation to another child on the same case by selecting Copy Permanency Consultation from the Options dropdown and clicking Go. You will be presented with a Permanency Consultation Copy page, where you can select the radio button for the associated case participant.

Permanency Consultation Copy -- Webpage Dialog

eWiSACWIS

Select	Case Participant	DOB
<input type="radio"/>	Altman, Jason (9223780)	06/10/2003
<input type="radio"/>	Altman, Test (9222326)	05/20/2000
<input checked="" type="radio"/>	Altman, Fred (9220012)	09/05/1997
<input type="radio"/>	Altman, Chervl (9220013)	08/01/1995

12. The Finalized PC tab displays all finalized Permanency Consultations for the child. The information on this page cannot be edited. You can click the PC Type hyperlink to open the other finalized Permanency Consultations in order to view them.

Permanency Consultation - Windows Internet Explorer

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Plan Information

Child Name: Altman, Fred (9220012) PC Date: 00/00/0000 Worker Name: Clark, Supervisor [Search](#)

Case Name: Altman, Simon (9220003) PC Type: Supervisor Name: Cake, Caitlin M. [Search](#)

Permanency Consultation Finalized: ☐ Permanency Consultant: Cedar, Cindy [Search](#)

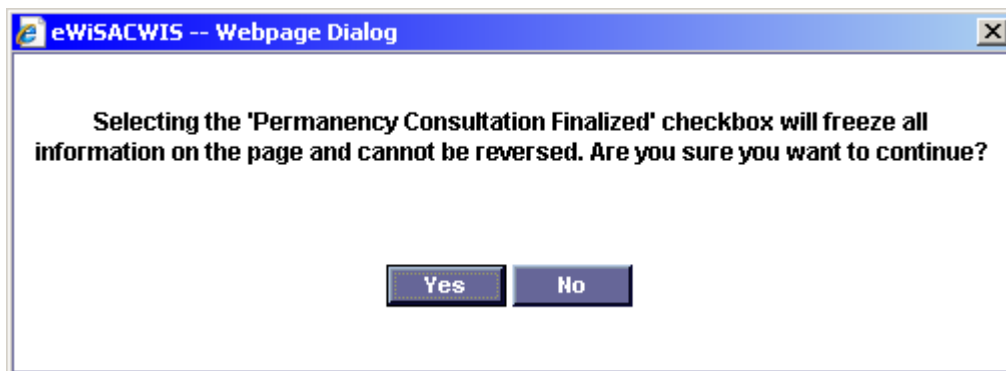
Basic **Finalized PCs**

PC Date	PC Type	Legal Permanency Status	Worker	Permanency Consultant
04/20/2011	6 Month	Fair Permanency Status	Clark, Supervisor	
01/21/2011	3 Month	Very Good - No Consultation Required	Clark, Supervisor	

Options: Go [Save](#) [Close](#)

Done Local intranet | Protected Mode: Off 100%

13. You can launch the text template for the permanency consultation at any time by selecting Permanency Consultation from the Options dropdown and clicking Go.
14. Once you have completed all information on the page, select the Permanency Consultation Finalized checkbox. Then click Save. You will receive the following message. Click Yes.



Legal Permanency Status

Note: In order to create a Legal Permanency Status, an assignment to the case is needed.


The Legal Permanency Status page is used to document the Legal Permanency Status for a child at any point without having to complete a Permanency Consultation.

Upon worker or supervisor approval of an initial Case/Perm Plan, an edit message will display to prompt the worker to complete a Legal Permanency Status if:

- There is no Legal Permanency Status documented for the child or the Date Determined for the most recent Legal Permanency Status is more than 180 days of the Plan Date, AND
- One or more of the first 12 questions located in the ‘Determination of Appropriateness for Concurrent Planning’ group box located on the Permanency tab of the Case/Perm Plan is answered as “Yes”, AND
- Either of the ‘Concurrent Goal’ dropdowns located in the ‘Current Permanence Goal of Record’ or ‘Proposed Permanence Goals’ group boxes on the Permanency tab of the Case/Perm Plan has a value other than “Reunification” or “Guardianship”.

Upon worker or supervisor approval of a subsequent Case/Perm Plan, an edit message will display to prompt the worker to complete a Legal Permanency Status if:

- There is no Legal Permanency Status documented for the child or the Date Determined for the most recent Legal Permanency Status is more than 180 days of the Plan Date.

1. From the desktop, go up to Create > Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Work page, select Legal Permanency Status from the Permanency Consult dropdown. Select the appropriate Case and the Case Participant. Click Create. This will open the Legal Permanency Status page.

3. The Basic group box shows the Child's Name, Date of Birth, Case Name, and the Primary Worker assigned to the case. If the case is closed when this page is opened, the Primary Worker field will display the name of the last Primary Worker assigned.

4. Click the Insert button to add a new Legal Permanency Status record. Select the appropriate values for Legal Permanency Status and Type and enter the Date Determined. The Date Entered and Determining Worker will update when the record is saved.
5. Legal Permanency Statuses that have been determined as part of a Permanency Consultation will display on the Legal Permanency Status page with a Type of PRT. You can click the PRT hyperlink to open the Permanency Consultation associated with the Legal Permanency Status.

Legal Permanency Status - Internet Explorer

eWiSACWIS Print Spell Check Help

Basic

Child Name: [Altman, Fred \(9220012\)](#) Case Name: [Altman, Simon \(9220003\)](#)
 Date of Birth: 09/05/2001 Primary Worker: [Clark, Supervisor](#)

Legal Permanency Status

[Definitions](#) View Made in Error ☐

Please consult with your Permanency Consultant if you are unsure how to rate this case.

Legal Permanency Status	Type	Date Determined	Date Entered	Determining Worker	Made in Error
Very Good - No Consultation Required	Quarterly	05/18/2012	05/18/2012	Cake, Caitlin M, III	<input type="checkbox"/>
Good - No Consultation Required	Update	04/11/2012	04/11/2012	Cake, Caitlin M, III	<input type="checkbox"/>
Good	PRT	02/15/2012	02/15/2012	Cake, Caitlin M, III	
Good	PRT	11/21/2011	11/21/2011	Cake, Caitlin M, III	

Insert

Save Close

115%

6. When a Legal Permanency Status is entered in error it cannot be deleted. You can mark the record as “Made in Error” by clicking the Made in Error checkbox associated with the row. By default the records marked Made in Error are not displayed on the page. Click the “View Made in Error” checkbox to see all the records, including those that are marked as made in error.

Legal Permanency Status - Internet Explorer

eWiSACWIS Print Spell Check Help

Basic

Child Name: [Altman, Fred \(9220012\)](#) Case Name: [Altman, Simon \(9220003\)](#)
 Date of Birth: 09/05/2001 Primary Worker: [Clark, Supervisor](#)

Legal Permanency Status

[Definitions](#) View Made in Error ☒

Please consult with your Permanency Consultant if you are unsure how to rate this case.

Legal Permanency Status	Type	Date Determined	Date Entered	Determining Worker	Made in Error
Very Good - No Consultation Required	Quarterly	05/18/2012	05/18/2012	Cake, Caitlin M., III	<input type="checkbox"/>
Very Good	Quarterly	05/17/2012	05/17/2012	Cake, Caitlin M., III	<input checked="" type="checkbox"/>
Good - No Consultation Required	Update	04/11/2012	04/11/2012	Cake, Caitlin M., III	<input type="checkbox"/>
Good	PRT	02/15/2012	02/15/2012	Cake, Caitlin M., III	
Good	PRT	11/21/2011	11/21/2011	Cake, Caitlin M., III	

Insert

Save Close

115%